

ePermitting Instructions

(Electrical Permits ONLY at this time, Licensing Coming Soon)

The following procedure is for NEW Electrical Permits

1.) Please have the following documents completed and saved to your computer before you continue

- **Electrical Application (New & Renewal)**

a. Fillable applications for Town Permits are located under the DOCUMENTS menu at the top of the site once

logged in  (or alternatively on the Town Website → [Applications, Forms & Fees](#))

b. Fill out the application and save to your computer so you can upload to the ePermits website at step #11

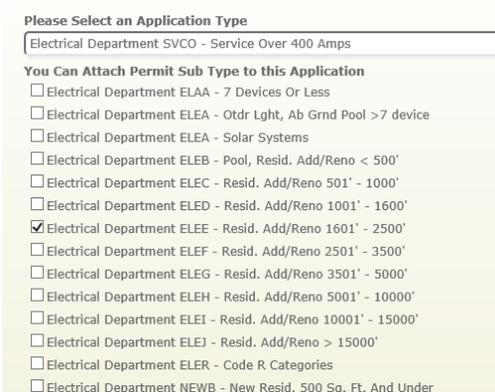
2.) Navigate to <https://epermits.southamptontownny.gov>

3.) Logging in: Many users already have emails registered with the town. To ensure you are logging in with the account you have previously done business with, please click on **Forgot your account or password? Click Here to reset** under the log in button, and enter in your email to verify. If there is an account on file, an email will be sent immediately with your username and password. If not, create a New Account.

4.) Choose Application (Permit) Type ([Click on the Permit / License Application menu to filter permit types](#))



5.) Some permits allow you to add additional permit types so you can process more than one at a time. Select all applicable permit types



Please Select an Application Type

Electrical Department SVCO - Service Over 400 Amps

You Can Attach Permit Sub Type to this Application

Electrical Department ELAA - 7 Devices Or Less

Electrical Department ELEA - Oldr Lght, Ab Grnd Pool >7 device

Electrical Department ELEA - Solar Systems

Electrical Department ELEB - Pool, Resid. Add/Reno < 500'

Electrical Department ELEC - Resid. Add/Reno 501' - 1000'

Electrical Department ELED - Resid. Add/Reno 1001' - 1600'

Electrical Department ELEE - Resid. Add/Reno 1601' - 2500'

Electrical Department ELEF - Resid. Add/Reno 2501' - 3500'

Electrical Department ELEG - Resid. Add/Reno 3501' - 5000'

Electrical Department ELEH - Resid. Add/Reno 5001' - 10000'

Electrical Department ELEI - Resid. Add/Reno 10001' - 15000'

Electrical Department ELEJ - Resid. Add/Reno > 15000'

Electrical Department ELER - Code R Categories

Electrical Department NEWB - New Resid. 500 Sq. Ft. And Under

6.) Click **Next Step**

7.) Choose a property to associate the permit to via options below (less info entered is better):



Make a Search By

Property Address

Tax Map Number

Application Number

Owner Name (Individual)

Owner Name (Company)

8.) Enter search criteria and then click **SEARCH**

9.) If more than one property results, check the box next to the correct property in the pick list and then click either **NEXT STEP** or **NEXT**

Parcel Id	Tax Map Number	Property location
<input checked="" type="checkbox"/> 5489	473605 007.000-0004-001.002	116 Hampton Rd

10.) Check the **AS BUILT** box if the work has been completed already and enter a **Description of Work (required)**.

11.) **Next Step** is to upload the application

- Choose the appropriate Document type (***Application (PDF)**)
- Click **Browse** and navigate to the application you saved to your computer in Step #1
- After you see the path of the document in the Document Location, click **Add Document**
- Click **Next Step**

12.) Choose a payment method and enter credit card info

13.) Review payment info

- 14.) Check box at bottom to the left of “All of the information is correct. Process my application.”
- 15.) Click **Process**
- 16.) You will receive an email with your Application # and receipt

The following procedure is for Electrical Renewals

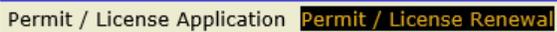
**Please have all necessary documents completed before you continue*

- 1.) Fillable applications for Town Permits are located under the DOCUMENTS menu at the top of the site.



(or alternatively on the Town Website → **Applications, Forms & Fees**)

- 2.) Fill out the application and save so you can upload to the ePermits website (Step #9)
- 3.) Navigate to <https://epermits.southamptontownny.gov>
- 4.) Log in with existing credentials or create a new account (options are below the Log In button)
- 5.) Click on the Permit / License Renewal Menu



- 6.) If you have any expired renewals you will see them listed here. In the case below, there is 1 ELEB



Permits by Properties				
Select	ELEB Code B Categories	1601391	7/7/2016	10/5/2017

[Back to your Account](#)

- 7.) Click **SELECT** next to the permit you would like to Renew
- 8.) Check the **AS BUILT** box if the work has been completed already and click **Next Step**
- 9.) Next step is to upload the application
 - a. Chose the appropriate Document type (***Application (PDF)**)
 - b. Click **Browse** and navigate to the application you just saved
 - c. After you see the path of the document in the Document Location click **Add Document**
 - d. Click **Next Step**
- 10.) Choose a payment method and enter credit card info
- 11.) Review payment info
- 12.) Check box at bottom to the left of “All of the information is correct. Process my application.”
- 13.) Click **Process**
- 14.) You will receive an email with your Application # and receipt